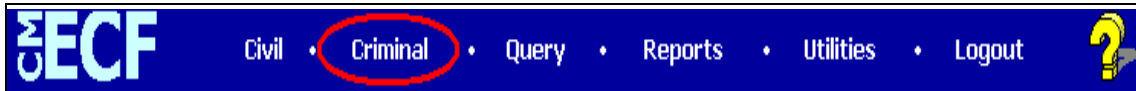


# CM/ECF CRIMINAL MEMORANDUM OF LAW IN SUPPORT OF MOTION ATTORNEY TRAINING

## **Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Criminal** option on the **CM/ECF Main Menu Bar** (see Figure 1).



**Figure 1 - CM/ECF Main Menu bar**

2. The system will display the **Criminal Events** screen. Click on **Responses and Replies** in the Motions and Related Filings section (see Figure 2).



**Figure 2 - Criminal Events screen**

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## CRIMINAL MEMORANDUM OF LAW

### IN SUPPORT OF MOTION

### ATTORNEY TRAINING

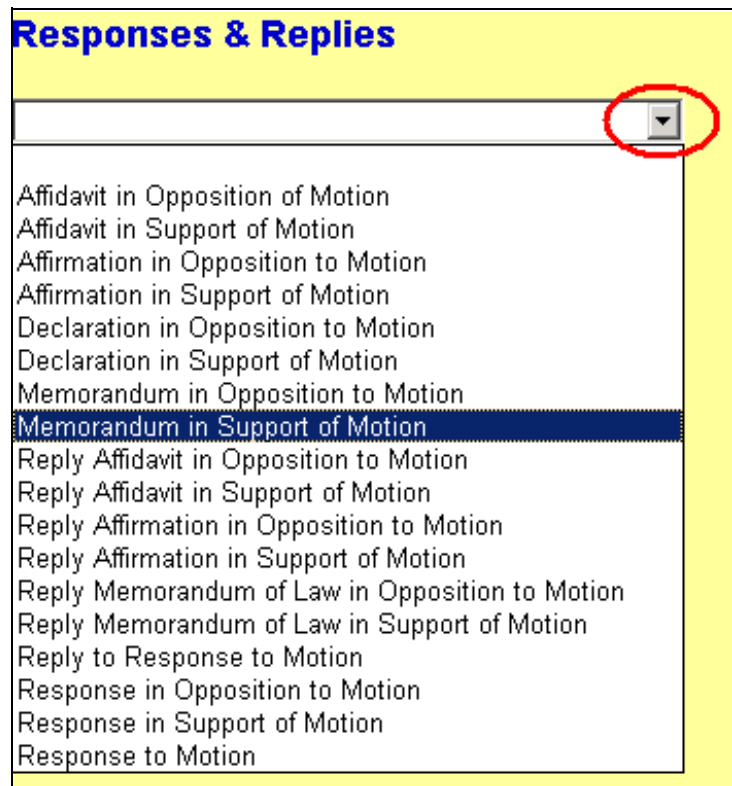
#### **Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

3. The system will display the **Responses and Replies** event selection screen (see Figure 3).
  - a. Click on the down arrow. The system will display a list of the various types



**Figure 3 - Responses and Replies screen**

of responses and replies to motions. Click on the down-arrow or scroll down to select **Memorandum in Support of Motion** from the list. Click on the words **Memorandum in Support of Motion**. Once the **Memorandum in Support of Motion** appears highlighted, click on the [ **Next** ] button to continue (see Figure 3a).



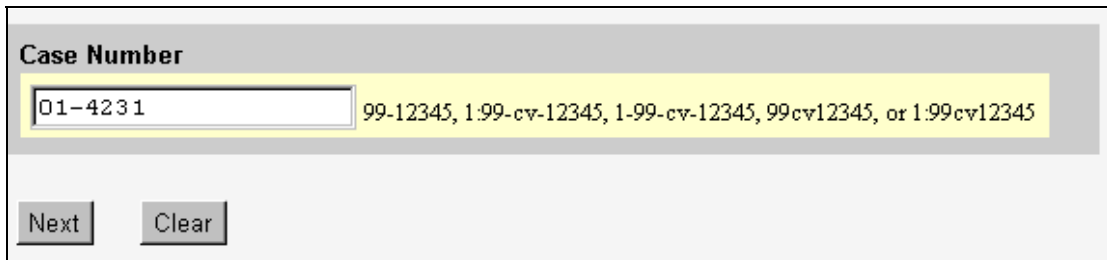
**Figure 3a - Responses and Replies drop-down menu**

4. The system will display the **Case Number** screen. Enter

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CRIMINAL MEMORANDUM OF LAW  
IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cr-12345**, **1-99-cr-12345**, **99cr12345** or **1:99cr12345**. Click the [ **Next** ] button to continue (see Figure 4).



The screenshot shows a web form titled "Case Number". It has a text input field with the value "01-4231". To the right of the input field, a yellow box contains the text "99-12345, 1:99-cr-12345, 1-99-cr-12345, 99cr12345, or 1:99cr12345". Below the input field are two buttons: "Next" and "Clear".

**Figure 4 - Case Number screen**

- a. If the case number displayed is **not** a valid case number, the system will display the following message:

**1:yy-mj-nnnnn is not a valid case. Please enter a valid value.**

Click the [ **Back** ] button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

- b. If the case number is a valid case number, the system will display the **Defendant selection** screen or the **Case Number Verification** screen.

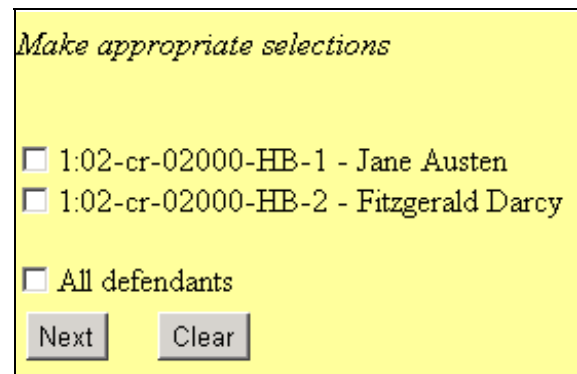
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IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

5. If there is only **ONE** defendant in the case the **Defendant selection** screen will **NOT** appear.

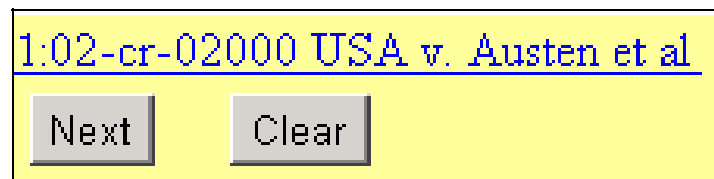
**NOTE:** If there are more than one defendant in the case, the system will display the **Defendant selection** screen (see Figure 5).

- a. To select **some** but not all of the defendants in the case, click the **check box** to the left of each of the defendant's name you wish to select. Click the **[ Next ]** button to continue.
- b. To select **all** of the defendants in the case, click the **All defendants check box** and then click the **[ Next ]** button to continue.



**Figure 5 - Defendant's Selection screen**

6. The purpose of the **Case number verification** screen is for you to verify the case number entered earlier in Step 4 (see Figure 6).

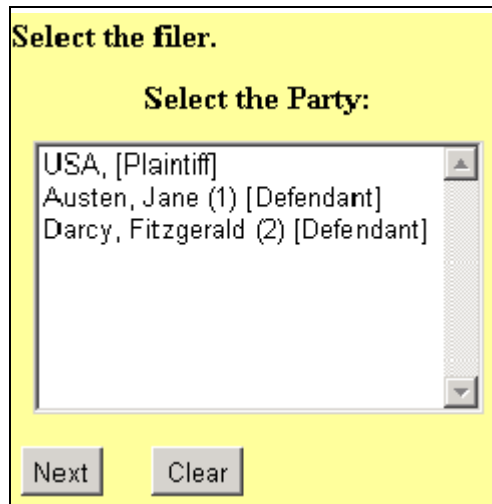


**Figure 6 - Case Number Verification screen**

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IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

- a. If this is the correct case, click the **[Next]** button.
  - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4, 5 and 6.
7. The system will display the **Party Selection** screen (see Figure 7).



**Figure 7 - Party Selection screen**

- a. This screen is for you to **Select the filer** who is filing the Memorandum in Support of Motion. The name(s) of the party(ies) you select will appear in the docket text. Click on the party's name to highlight it, or click on the down-arrow to scroll down if necessary, and click on the party's name to highlight it and select the party's name from the list. If there is more than one party to select, see **NOTE** below. Otherwise, click on the **[ Next ]**

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CRIMINAL MEMORANDUM OF LAW  
IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

button to continue.

**NOTE:** There are two methods in which to select more than one party.

*For parties listed consecutively:*

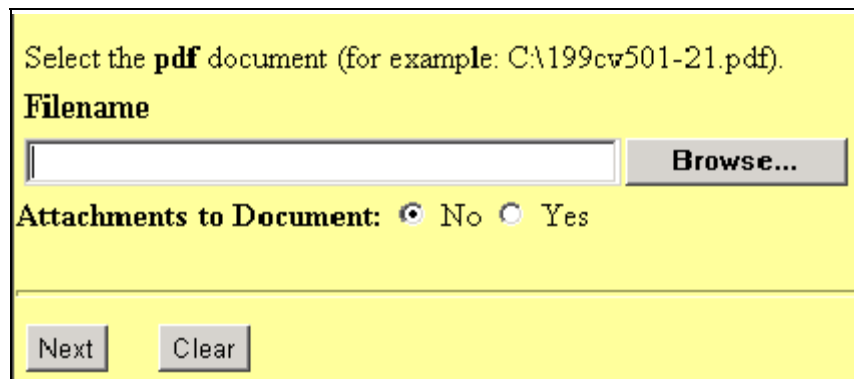
Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Shift key, click on the last party. The first party down to the last party should be highlighted. Click on the [ **Next** ] button to continue.

*For parties **NOT** listed consecutively:*

Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Ctrl key, click on each party needed. The parties selected should be highlighted. Click on the [ **Next** ] button to continue.

**NOTE:** Please make sure that the party you select in this step is the **same** party/defendant that you selected earlier in Step 5, if Step 5 occurred.

8. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 8).



**Figure 8 - PDF Document Screen**

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**IN SUPPORT OF MOTION**  
**ATTORNEY TRAINING**

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the [ **Browse...** ] button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the [ **Next** ] button to continue.
9. The system will display the **Motion Selection** screen (see Figure 9).

**Select the Motion to which this Memorandum relates to.**

*Select the appropriate event(s) to which your event relates:*

**1:02-cr-02000-HB Anne Radcliffe**

☐ 09/27/2003 26 MOTION to Sever Defendant. Document filed by Fitzgerald Darcy as to Jane Austen. Return Date set for 10/10/2003 10:00 AM before Judge Harold Baer. (Jocelyn, Martine)

**1:02-cr-02000-HB Fitzgerald Darcy**

☐ 09/11/2003 27 MOTION to Change Venue. Document filed by Fitzgerald Darcy. (admin, ) (Entered: 10/11/2003)

☐ 10/11/2003 28 MOTION to Transfer Case. Document filed by Jane Austen as to Fitzgerald Darcy. (admin, )

**Figure 9 - Motion Selection screen**

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CRIMINAL MEMORANDUM OF LAW  
IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

- a. The system will prompt you to **Select the Motion to which this Memorandum relates to**. A list of the defendants' pending and terminated motions will be displayed. To select the **motion** to which this Memorandum in Support relates to, click in the **check box** at the far left of the **Motion Selection** screen next to the motion, if it has not already been selected. You can select as many motions as are applicable. When you have checked the correct motions, click the **[ Next ]** button to continue.

**NOTE:** If the document number of the motion is underlined and highlighted in blue, it means that there is a pdf document associated with that motion. To view the pdf document associated with that motion, click on the document number **nn**. The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Motion Selection** screen, Log out of PACER.

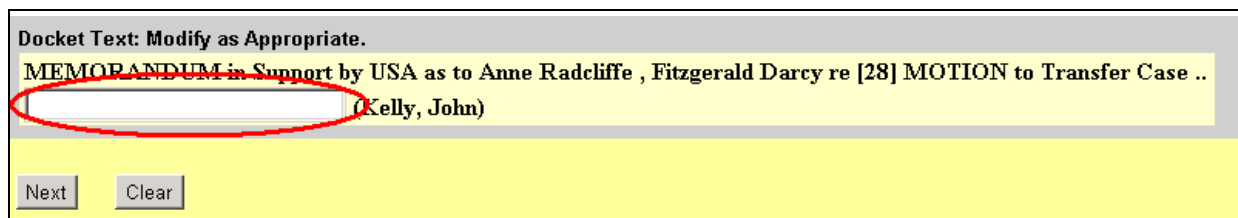
**NOTE:** If there are no applicable motions found for the defendant(s) in the case, the system will display the following message: **There are no applicable events to relate to the current event. Docketing of this event cannot continue**. Click the **[ Back ]** button. The system will return you to the previous screen. Query the docket report and find out why the motion has not been filed in the case.

10. The system will display the **Modify Docket Text** screen. Thoroughly check the docket text for accuracy. If additional docket text needs to be added to the memorandum of law in support of motion, then insert the additional text in the text box. When the docket text is complete and accurate, click the **[ Next ]** button (see Figure 10).



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IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**



**Figure 10 - Modify Docket Text screen**

11. The system will display the **Docket Text: Final Text** screen. The docket text from the transaction docketed will be displayed again. The system will display the following message:

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CRIMINAL OPTION ON THE CM/ECF MAIN MENU BAR.**

When you click the [ **Next** ] button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the [ **Next** ] button to complete the docketing of this transaction.

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CRIMINAL MEMORANDUM OF LAW  
IN SUPPORT OF MOTION  
ATTORNEY TRAINING

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

12. The system will display the **Notice of Electronic Filing** screen. The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this now an official court document (see Figure 12).

- a. To print a copy of this notice, click the browser **Print** icon.
- b. To save a copy of this receipt, click the **File** option on the browser menu.

**NOTE:** When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example you can click on **Civil** or **Criminal** to file/docket another transaction.

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**CRIMINAL MEMORANDUM OF LAW**  
**IN SUPPORT OF MOTION**  
**ATTORNEY TRAINING**

**Docketing a Memorandum of Law in Support of Motion in a Criminal Case**

Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

**Case Name:** Schwarzkopf v. Smith

**Case Number:** [0-01-04231-RB](#)

**Document Number:** [19](#)

**Docket Text:**

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**R:/TRAINING/ECF/Docs\_PDF/ECFdocs/Motion.PDF

**Electronic document Stamp:**

[STAMP dcstdStamp\_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]  
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735  
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

**0-01-04231-RB Notice will be electronically mailed to:**

**0-01-04231-RB Notice will not be electronically mailed to:**

Dale P. Jones  
Jones and Associates  
129 Main Street  
San Antonio, TX 78209

Leslie LeFord  
Courthouse Steps  
271 Main Plaza  
San Antonio, TX 78201

**Figure 12 - Notice of Electronic Filing screen**